

**Department of General Services  
Procurement Division**

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NUMBER:

P-03-20

DATE ISSUED:

May 7, 2020

EFFECTIVE:

May 7, 2020

# BROADCAST BULLETIN

TO:

Procurement and Contracting Officers (PCO) & Purchasing Authority Contacts (PAC)

SUBJECT:

Budget Letter 20-11 – Current Year Expenditure Reductions

**Purpose:** The purpose of this Broadcast Bulletin is to communicate expectations related to Budget Letter 20-11 Current Year Expenditure Reductions issued by the Department of Finance (DOF).

**Policy:** Effective immediately, State agencies must provide the following certification in writing and signed (electronic signatures are encouraged) by the Agency's Secretary or Department's Director, or their designees for all acquisitions, contracts and contract amendments requiring Department of General Services work, review and/or approval:

"I certify that this purchase complies with Budget Letter 20-11

\_\_\_\_\_  
Name – Title – Date"

For requests currently in the possession of DGS, this certification may be provided via email.

State agencies must document procurement files with this certification for acquisitions conducted under procurement authority granted by the Procurement Division's Purchasing Authority Unit (PAU).

**Questions:** Purchasing Authority Unit, Procurement Division

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